

# EMPLOYEE HANDBOOK



Human Resources Division  
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An Affirmative Action/EEO Employer, M/F





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# Welcome!

Welcome to the Missouri Department of Transportation's (MoDOT) team! We hope you find employment with us challenging and rewarding. You are now working with a group of people dedicated to preserving and improving Missouri's transportation system to enhance safety and encourage prosperity. We take great pride in the work we do and look forward to your contributions to connect Missourians with first-class roads, rails, river ports, airports, and public transit systems.

The department is one of the largest and most important departments in state government. We have a proud history of dedicated service to the highway and transportation users of Missouri.

As an employee, you will want to know more about your responsibilities with this department and to be aware of the privileges and benefits available to you. The material in this handbook will be useful now and in the future. If you have any questions regarding your job, department policies, or fringe benefits, discuss them with your supervisor or contact the human resources or benefits representative in your area.



## How to Use Your Employee Handbook

This handbook is published by the Human Resources Division and is intended to provide information essential to you as an employee of MoDOT. More detailed information may be found in the [Personnel Policy Manual](#), which is available on the Human Resources SharePoint site. MoDOT Policies are located on the [MoDOT](#) SharePoint site. Employees are expected to know about all policies in the Personnel Policy Manual.

As you read through this handbook, you will find, when applicable, the appropriate personnel policy is referenced in parenthesis next to the subject of each section. Example: **OVERTIME** (*Personnel Policy 3000*). Other reference material such as the Financial Policy and Procedure Manual, Risk and Benefits Management Manual, and Retirement Handbook is mentioned throughout this handbook. If you wish to obtain more detailed information from those sources, please contact your supervisor.

This handbook has been prepared to acquaint you with departmental procedures and policies and to give an overall view of the department. Our sincere hope is that we have touched on the points that are important to you and all employees. We encourage any suggestions you may have for inclusion in later revisions of this handbook. Additional information about the department can be found on our website at [www.modot.org](http://www.modot.org) or on the [MoDOT](#) SharePoint site.

If you have questions regarding the contents of this handbook, you should discuss them with your supervisor or contact the human resources or benefits representative in your area.

Welcome to a proud organization! We do our best to serve Missouri's transportation needs.

Our mission is to  
provide a world-class  
experience that is safe,  
innovative, reliable and  
dedicated to a  
prosperous Missouri.





# Value Statements

## Live MoDOT Values -

- Be Safe,
- Be Accountable,
- Be Respectful,
- Be Inclusive,
- Be Bold,
- Be Better, and
- Be One Team

**So we can be a great organization.**

# Tangible Results

- **Keep Customers and Ourselves Safe**
- **Keep Roads and Bridges in Good Condition**
- **Provide Outstanding Customer Service**
- **Deliver Transportation Solutions of Great Value**
- **Operate a Reliable and Convenient  
Transportation System**
- **Use Resources Wisely**
- **Advance Economic Development**

## *Preferred Employee Qualities*

### **Purpose**

The employee qualities are to be used as a guide in the interview and selection process. The purpose is to seek employees who are able to live up to MoDOT's Value Statements and Tangible Results as well as the following qualities. These qualities have been identified by the organization as traits demonstrated in high quality employees. Employees are expected to model these qualities while carrying out their day-to-day duties.

### **Team Player**

Being a team player means getting along with and supporting others. It also means:

- Being open-minded and willing to give and take
- Willing to come to an agreement
- Wanting the team to look good
- Willing to share what you know
- Working well with others and wanting them to do well
- Recognizing and accepting weaknesses and strengths of others
- Willing to step up and do their part for the team
- Resolving conflict
- Asking for input
- Encouraging others

### **Organization/Public Servant**

This means the employee has a sense of loyalty/commitment to the organization. This might be demonstrated by:

- Demonstrating department values
- Valuing being a public servant
- Supporting organizational decisions
- Being service oriented
- Acting as a good steward of tax dollars
- Speaking positively about the organization outside of the work environment

### **Personal**

These are internal qualities that are not only limited to work situations, but how people might lead and conduct their daily lives in all situations they come across:

- Has accountability/integrity
- Ethical
- Respectful and considerate of others
- Trustworthy/honors commitments and is dependable
- Overcomes failure, resilient

### **Interpersonal Relationship**

These qualities can impact the ability to relate and work with others:

- Appreciates differences in others
- Builds constructive relationships to the benefit of the organization
- Reasonable thinker
- Good listener
- Patient
- Respects authority
- Appreciative of what others do
- Good communicator

### **Work**

These qualities result from the values a person has but can be acquired/developed based upon work and life experiences and circumstances. Therefore, unlike values, they may or may not always be demonstrated through actions and words:

- Has continuous desire to learn
- Embraces change
- Willing to be empowered and accept responsibility
- Positive attitude
- Willing to go the extra mile
- Willing to accept challenges from others/self
- Safety conscious

## *Commission and Department Organization*

The Missouri State Highway Department was first formed in 1913 by Act of the 47<sup>th</sup> Missouri General Assembly. Further governance was introduced in 1917 with the formation of the State Highway Board. Creation of the modern day State Highway Commission and the formation of a state highway system came in 1921. Missouri had 7,500 miles of roads, many of which were dirt. Today, there are over 32,000 miles of roads and more than 9,900 bridges in the Missouri highway system, the nation's seventh largest. Responsibilities for coordinating, developing, and improving airports, rails, river ports, and public transit systems were assumed when the State Transportation Department merged with the Highway Department in 1980 to become the Highway and Transportation Department. In 1996, in order to demonstrate our commitment to providing the best solutions to all transportation needs, we changed our name to the Missouri Department of Transportation.

The department's chief administrative officer is the Director, who is appointed by the six-member Highways and Transportation Commission. These commissioners are appointed by the Governor and confirmed by the Senate for six-year terms. No more than three commissioners may be of the same political party.

To better serve Missouri transportation users and to provide efficient program administration, the state is divided into seven geographical districts headed by a district engineer who administers department programs at that level. For additional information, including a copy of MoDOT's organizational chart, visit <http://www.modot.org/about/index.htm>.

# **EMPLOYMENT**

## **ABOUT YOUR JOB**

The job for which you were hired is covered by a job description that defines the duties you will perform. A performance development plan will be developed by you and your supervisor to aid in measuring your success in your job. All employees are held to high standards and are expected to perform their positions to the best of their ability. Contact your supervisor if you are uncertain about the duties of your job. Your job description and others can be found on your computer under [Compensation](#) on the Human Resources Division SharePoint page.

## **DIVERSITY AND INCLUSION** ([Personnel Policy 0505](#))

The department values diversity and inclusion. Diversity is the variety of differences and experiences that make each of us valuable to the team. Inclusion is creating an environment that invites participation and encourages mutual respect and sensitivity for everyone.

## **PROBATIONARY PERIOD** ([Personnel Policy 6506](#))

Each individual employed or reemployed on a salaried or permanent part-time wage basis is subject to a six-month probationary employment period during which performance will be reviewed and a determination reached as to whether the individual will be retained. After successfully completing the six-month probationary period, continued employment will be based upon the department's staffing needs and the employee's continued acceptable job performance. Also, see the section of this handbook regarding "Conduct."

## **WORK HOURS/REST BREAKS** ([Personnel Policies 3000 and 3003](#))

The workweek for most employees consists of five days, Monday through Friday. The normal workday consists of eight hours, usually beginning at 7:30 a.m. and ending at 4:00 p.m. with 30 minutes for lunch. Special conditions may require a different work schedule, such as four 10-hour days. Two 15-minute breaks in an eight-hour work period may be taken at the discretion of your supervisor. The department also supports the use of breaks by nursing mothers for the purpose of expressing milk and provides locations appropriate for such breaks. If these breaks should exceed the normal break time allowed, the additional time may be flexed or covered by annual leave/compensatory time. Flextime schedules and flexible work arrangements may be arranged with your supervisor's approval. Please refer to the section on Telework for further information about work arrangements.

## **BACKGROUND CHECKS** ([Personnel Policy 0519](#))

The Human Resources Division will check the driving status of all employees working in positions that require a CDL on a monthly basis to ensure only authorized drivers are operating MoDOT vehicles. Any restrictions will be reported to the relevant district engineer or division leader/state engineer, and the local human resources manager for appropriate action.

The Human Resources Division conducts a criminal background check for all external applicants. A criminal background check will also be requested for all current employees who have never had a

criminal background check completed by the department and are transferred or promoted into a position that requires access to the SAM II payroll system.

As a condition of continued employment with the State of Missouri and MoDOT, all employees must annually file state income tax returns and pay all state income taxes due. All employees will be checked on an annual basis to ensure they are in compliance with Section 105.262 Missouri Revised Statutes (RSMo). Employees who are in violation will be notified and will have 45 days to provide the department with a copy of a tax compliance letter from the Department of Revenue. Failure to comply within the designated time could result in immediate dismissal from the department.

## **COMMERCIAL DRIVER'S LICENSE (CDL) [\*\(Personnel Policy 0510\)\*](#)**

Salaried and seasonal employees hired into a position where their normal work duties require the operation of field equipment must pass the written portion of the CDL exam prior to their hire date, but they have up to 60 days after their hire date to pass the driving portion of the CDL exam. All salaried and seasonal employees who do not obtain their full CDL within 60 days from employment will be released from employment or must be transferred to a job that does not require a CDL, if a job is available.

Salaried and seasonal employees hired into a position which requires the operation of field equipment only for purposes of snow removal duties must pass both the written and driving portions of the CDL exam by the end of their probationary period.

Employees who refuse to obtain their CDL or perform snow removal duties will be subject to disciplinary action, up to and including dismissal.

If you are in a position that does not require a CDL and are subsequently promoted or transferred into a position requiring a CDL or a higher-level CDL or additional endorsements, you will not have to obtain a CDL/CDL upgrade prior to the effective date of the promotion or transfer. You will be given a conditional offer and must pass both the written and driving portions of the CDL exam or upgraded CDL endorsements as soon as practical, but no later than 60 days after the effective date of the transaction.

Employees who are currently employed, transferred, or promoted to a position that requires a CDL may be eligible for partial reimbursement.

## **LOSS OF DRIVING PRIVILEGES [\*\(Personnel Policy 2509\)\*](#)**

All employees required to operate department vehicles must have a valid operator's license or a commercial driver's license (CDL) depending on the job.

Any employee whose job responsibilities include driving a department vehicle that loses their driving privileges or is given driving restrictions, including a certified ignition interlock device requirement, must inform his/her supervisor immediately and provide the effective date of the loss of driving privileges or driving restriction.

Employees may be allowed an interim period of up to 90 days from the time they lose driving privileges and/or are issued driving restrictions (including, but not limited to, a certified ignition interlock device) to reinstate such driving privileges and/or remove such driving restrictions.



Employees will not be allowed to operate department vehicles during this 90-day interim period until they have obtained the necessary driving privileges or have removed restrictions from their driving privileges as outlined in policy.

If an employee fails to secure the necessary driving privileges during this 90-day interim period or fails to remove necessary driving restrictions, including a certified ignition interlock device requirement, he/she will be subject to disciplinary action up to and including termination.

If an employee should drive a MoDOT vehicle without proper license requirements, disciplinary action up to and including termination may result.

### **TELEWORK** ([\*Personnel Policy 0513\*](#))

Telework arrangements may allow employees to perform duties and responsibilities of his/her position from an approved alternate worksite other than the location from which the employee would otherwise work.

The determination of the eligibility of an employee to telework shall be based on the time and cost effectiveness for the department. All telework arrangements must be approved by the district engineer or division leader/state engineer.

The employee's immediate supervisor will be responsible for monitoring the effectiveness of the employee's performance based on established performance expectations. If it is determined it is no longer time or cost effective, or the employee is not meeting the established performance expectations for the job function, the employee shall return to the original place of work (office, maintenance building, etc.).

### **VEHICLE LIABILITY** ([\*Personnel Policy 0504\*](#))

The department provides insurance to protect employees for damage arising from authorized use of vehicles owned, used, or hired by MoDOT to conduct the operations of the department. You must immediately report any accidents or tickets involving department equipment to your supervisor. Additional information can be found in the [Risk and Benefits Management Policies](#), which is published by the Risk and Benefits Management Division.

### **LOSS OF PERSONAL PROPERTY**

Your personal property is not covered in any way by MoDOT or any MoDOT insurance program for loss or damage while you are on department property. Department property includes department buildings, vehicles, equipment, etc. MoDOT also does not cover your personal property from loss or damage while you are traveling on department business. Therefore, you are encouraged to limit the amount of personal property you bring to work, keep an eye on the personal belongings that you do bring, and not carry large amounts of cash while at work.

## **PERMANENT PART-TIME AND JOB SHARE EMPLOYMENT** ([\*Personnel Policy 0515\*](#))

Permanent part-time employment is when a position requires less than 40 hours each week and is needed on an on-going basis (well over one year). Job sharing is when two or more part-time employees do the work of one full-time salaried position by sharing hours. Paid leave such as sick leave, annual leave, and holidays will be provided on a prorated basis if the permanent part-time or job share employee is expected to work in excess of 1,040 hours annually and is on payroll at least 40 hours in a pay period, subject to policy provisions.

If a permanent part-time or job share employee is expected to work in excess of 1,040 hours annually, retirement, health, life insurance, cafeteria plan, and deferred compensation benefits will also be provided.

## **CAREER LADDER PROMOTIONS** ([\*Personnel Policy 1026\*](#))

The department provides opportunities for advancement of salary grade and pay to employees in positions designated as career ladder series within the department. Although the department intends for career ladder promotions to be provided when employees complete the stated requirements, there may be times when budget limitations will delay or prevent some career ladder promotions. Department employees will have the opportunity to progress through various career paths within the department. A list of career ladders and the jobs within each career ladder can be seen on the Human Resources Division SharePoint site [Career Ladder Jobs](#) / [Career Ladder Checklists](#).

Entry-level jobs within each career ladder are considered competitive jobs. Once an employee is selected to fill an entry-level job within a career ladder, the employee will have an opportunity to advance to the higher-level jobs within that career ladder without competing with other employees or outside candidates.

To be eligible for promotion to the next higher (intermediate or senior level) job within a career ladder, an employee must meet all eligibility requirements for the next higher job. Those requirements are that the employee must:

1. meet or exceed the minimum education and experience requirements as stated on the job description for the career ladder job;
2. meet any certification requirement;
3. meet the requirements of the Career Ladder Promotion Checklist;
4. perform at a successful level or higher in his/her current job;
5. not have received a disciplinary action of a written warning or higher (demotion, probation, or suspension without pay) within the previous 12 months for either performance or conduct issues; and
6. meet safety record requirement determined for eligibility for career ladder advancement, with the frequency and severity of accidents occurring within the past 12 months having significant influence on whether or not the employee will be allowed to advance.

It is also intended that an employee exhibit MoDOT's [Preferred Employee Qualities](#) prior to advancement.

## **COMPETITIVE PROMOTIONS AND ADVANCEMENT** ([Personnel Policies 0517, 0521, and 1016](#))

Positions in the department are filled by promotion from within, when appropriate. Your rate of advancement will be determined by the availability of vacancies, your education and experience, your proven abilities in the job(s) you have performed with the department, and the qualifications of other candidates being considered.

Promotion increases may be granted to employees who are selected to fill a position in a higher salary grade. The following guidelines provide the approximate percent of increase to be given due to promotion:

- 1-2 grade up to 4 Steps (8%)
- 3 grades up to 5 Steps (10%)
- 4 or more grades up to 6 Steps (12%)

[Job Opportunity Announcements](#) (JOA's) are posted on SharePoint and the internet as positions become available. Employees interested in being considered for an advertised vacancy must complete an Internal Online Job Opportunity Application by the closing date specified on the JOA. All applications must be received on or before the closing date specified on the JOA. The local Human Resources office, in consultation with the hiring supervisor, will evaluate and determine which applicants meet or exceed the minimum qualifications considering substitution of education or experience as detailed in Personnel Policy 0521, "Substitution of Education or Experience." If you are not selected for the interview, the supervisor or local human resources representative will notify you.

Panel interviews are required for all vacancies unless waived by the district engineer or division leader/state engineer. The purpose of the panel is to bring objectivity and differing perspectives into the selection process, allowing panel members to challenge each other, and to select the best person for the vacancy.

## **WAIVER OF JOB SPECIFICATION MINIMUM REQUIREMENTS** ([Personnel Policy 0522](#))

Supervisors are encouraged to fill vacancies with the candidate that best meets the needs of the position and the department. The minimum education, experience, professional registration, and other requirements for each job in the department can be found on the job specification. These minimum qualifications are based on the knowledge and skills normally expected of an individual to successfully perform duties of the position with a normal amount of training and development. Every effort is made to staff a position with an employee or an external applicant who meets the minimum requirements either directly or through substitution of education or experience.

## **SUBSTITUTION OF EDUCATION OR EXPERIENCE** ([Personnel Policy 0521](#))

In most cases, the stated education and experience requirements on each job specification are the preferred requirements to carry out the duties and responsibilities of each job. District engineers and division leaders/state engineers may approve the selection of an applicant/employee who does not meet the stated education or experience requirements, provided the applicant/employee meets these requirements through substitution. Two years of directly related job experience may be substituted for one year of college/technical school. When a job requires experience in addition to education, the

additional experience must be obtained while in a position which requires the same level of education. When education is used to substitute for experience, the education must be relevant to the required experience. Each year of additional relevant education, which exceeds the minimum required education, may substitute for one year of required experience.

## **DEMOTION** ([\*Personnel Policy 1021\*](#))

The department recognizes that throughout an employee's career circumstances may warrant the removal of certain responsibilities and compensation due to the employee's poor work performance, the employee's inability to meet performance expectations, to prevent disruption of department business, or a request by the employee. The department will handle demotions in a fair and consistent manner. In most cases, a demotion will result in a reduction of salary. The salary following the demotion must be coordinated with the human resources director before an offer is made. A demoted employee's salary must be within the salary range of the new title and the salary reduction will depend on various criteria as outlined in Personnel Policy 1021, "Demotion."

## **RESIGNATION**

It is expected, if possible, for the employee to give two weeks' notice to the department if resigning. Resignation should be submitted in writing to the immediate supervisor. If you resign from the department, you will be contacted for an exit interview. Your benefits representative must be notified of your planned resignation for you to be informed of your options regarding insurance, credit union, and retirement. Your identification card, department issued employee equipment, keys, etc., must be returned prior to the end of your final day of employment.

## **EMPLOYMENT OF RELATIVES** ([\*Personnel Policy 0503\*](#))

Employees who are related within the second degree will not be allowed to report to the same immediate supervisor.

Below is a chart showing the degree of relationship to an applicant or applicant's spouse/domestic partner:

<b>1st Degree</b>	<b>2nd Degree</b>	<b>3rd Degree</b>	<b>4th Degree</b>
Spouse/ Domestic Partner	Brother or Sister	Great Grandchild	Great-Great Grandchild
Child	Grandchild	Great Grandparent	Great-Great Grandparent
Parent	Grandparent	Aunt or Uncle	Grandaunt or Granduncle
		Niece or Nephew	Grandniece or Grandnephew
			First Cousin

## **PERSONNEL FILES AND EMPLOYEE RECORDS** [\*\(Personnel Policy 0520\)\*](#)

Department employees may see their personnel files upon request to the human resources manager in their district or the Central Office.

To help keep your personnel, insurance, and retirement records up-to-date, you should notify your supervisor and human resources office of any change in name, address, telephone number, marital status, educational background, dependents, or beneficiaries prior to or as soon as possible after the change occurs.

## **CONDUCT/PERFORMANCE**

### **STANDARD RULES OF CONDUCT** ([\*Personnel Policy 2500\*](#))

The department believes certain conduct may disrupt the work environment, may cause safety problems for employees and the general public, discredit the department, or undermine the integrity of department goals.

Personal behavior involving violations such as, but not limited to, those listed below may be considered as cause for immediate termination.

Employees shall not:

1. conduct themselves in a manner that brings, or could bring, undue criticism from the public toward the department;
2. misuse state property (Personnel Policy 2503);
3. illegally manufacture, distribute, dispense, use, or possess controlled substances (Personnel Policy 2507);
4. perform assigned duties while drug impaired (Personnel Policy 2508);
5. fail to report loss of driving privileges (Personnel Policy 2509);
6. report to work under the influence of alcohol or consume alcohol on the job (Personnel Policy 2511);
7. be insubordinate to a supervisor;
8. make violent threats or take physical actions against a supervisor, co-worker, or the general public (Personnel Policy 2512);
9. be charged with a felony or be convicted of a misdemeanor or felony charge involving the possession or use of controlled substances;
10. be convicted of a felony, plead guilty to a felony, plead no contest to a felony, or receive a suspended imposition of a sentence for a felony;
11. violate federal or state anti-discrimination, retaliation, or harassment laws;
12. violate department anti-discrimination, retaliation, or harassment personnel policies or directives;
13. have any interest or take part in any activity which improperly influences or gives the appearance of improperly influencing the performance of official duties (Personnel Policy 2514);
14. disregard or violate existing safety rules as defined in the [\*Safety Policies, Rules and Regulations\*](#) Employee Handbook, and other relevant operational manuals which could endanger the health and safety of the employee, a co-worker, or the general public; or
15. take department property or any other item not belonging to him/her for his/her own or another's use.

## **SAFETY**

MoDOT is committed to keeping ourselves and our customers safe. MoDOT's philosophy is one of zero injuries; all injuries are preventable, no injury is acceptable, and all of our employees should return home safe every day. MoDOT management empowers any employee of MoDOT, or any contractor, to stop or shut down any project if they observe unsafe behaviors or an unsafe work environment.



The department provides modern and safe equipment for its employees. When protective clothing or safety devices (e.g., safety vests) are furnished to an employee, it is mandatory the employee wear or use them while performing the operation(s) for which the safety equipment is provided. The department's [Head and Eye/Face Protection Policy](#) requires appropriate head and eye/face protection when engaged in work activities occurring on or near the right-of-way and MoDOT grounds and facilities. For those employees who normally work in an office setting, but who are traveling for business by either MoDOT vehicle or personal vehicle, this policy will apply to you in the case of breakdowns or emergency stops of any kind.

Employees are also required to use seat belts when driving or riding in a department vehicle. If you observe an unsafe condition or become involved in an accident, advise your supervisor as soon as possible. The department requires an accident report whenever state-owned motor equipment is involved in an accident. The department is insured to protect you from liability in accidents arising out of authorized use of department equipment.

For more detailed information about safety, all employees should read the [Safety Policies, Rules and Regulations](#) Employee Handbook, which is published by the Risk and Benefits Management Division.

## **DRUG-FREE WORKPLACE** ([Personnel Policy 2507](#))

In 1988, Congress passed the Federal Drug-Free Workplace Act. The department wholly supports this act because it helps protect you from co-worker drug usage in the workplace. At the time of employment, each employee receives a copy of a policy letter outlining the act and responsibilities as an employee. As a condition of continued employment, employees are strictly prohibited from illegally manufacturing, using, distributing, dispensing, or possessing controlled substances in department facilities, on department property, working at any department worksite on official business, operating official vehicles and equipment, or working in an official capacity.

## **ALCOHOL TESTING** ([Personnel Policy 2511](#))

All employees are prohibited from possessing or consuming alcohol on the job. Employees are also prohibited from reporting to work or performing work while affected by alcohol.

The department conducts random alcohol testing on employees who perform safety-sensitive functions. These employees may also be tested when there is reasonable suspicion of alcohol use or involvement in a serious accident. Employees in violation of this policy may be subject to termination of employment. Employees who are dismissed or voluntarily resign as a result of any action related to alcohol testing will not be eligible for consideration for re-employment with the department.

## **DRUG TESTING** ([Personnel Policy 2508](#))

In addition to pre-employment drug screening, the department conducts random drug tests on employees who perform safety-sensitive functions. Also, any employee can be required to take a drug test when certain conditions exist (reasonable suspicion of drug use, involvement in a serious accident, or transfers to a safety-sensitive position). Employees who test positive, refuse to complete a required drug test, adulterate a sample, substitute a sample, or fail to report for a drug test when

scheduled, will be dismissed from employment. Employees who are dismissed or voluntarily resign as a result of any action related to a drug test are not eligible to be rehired.

## **ATTENDANCE**

The department relies heavily upon its employees to achieve its tangible results. Dependability, attendance, and commitment to the job are essential at all times. The department expects employees to notify their supervisors when they will be absent from work. You should be punctual in observing your work schedule and working hours. In case of an unavoidable delay, notify your supervisor and report for work as soon as possible. If you are unable to report for work due to illness or other reasons, you must notify your supervisor prior to your scheduled starting time.

## **PERFORMANCE DEVELOPMENT** ([Personnel Policy 6506](#))

Performance Development is MoDOT's approach to performance management. Performance Development is a method of managing performance of salaried and permanent part-time employees through setting and monitoring expectations, planning and monitoring employee development, coaching employees regarding performance, and providing continuous feedback to employees. You are encouraged to talk to your supervisor often. Supervisors are expected to have frequent conversations with employees regarding performance, and employees are expected to seek feedback from their supervisors so that you have as much information and resources that you need. For additional information on Performance Development, you can refer to the [Performance Development](#) page on SharePoint.

## **PERFORMANCE/CONDUCT INTERVENTION** ([Personnel Policy 2600](#))

One of the department's objectives is to maintain an effective workforce through performance development. When an employee cannot or will not follow department guidelines, goals, and expectations, corrective intervention in the form of written warning, probation, suspension, disciplinary demotion, or termination may be necessary.

## **WORKPLACE SECURITY** ([Personnel Policy 2512](#))

The department is committed to increasing the safety of its employees while at work by establishing procedures for reporting, investigating, and responding to incidents of threatened and/or actual violence. Any communication, or physical actions intended, or reasonably expected to threaten, intimidate, or harm another person is prohibited. Any employee who has been subjected to this type of behavior, or who has knowledge of prohibited behavior is required to accurately report the matter to his/her immediate supervisor (next higher supervisor if the concern is with the immediate supervisor), or their local human resources representative.

## **FRAUD, WASTE, AND ABUSE**

Employees are expected to use resources wisely. The Audits and Investigations Division (AI) performs internal audits of department operations and external audits of contracts and grant agreements, and is responsible for investigating allegations of fraud, waste, and abuse, and making recommendations to management to reduce opportunities for the misuse of department resources. AI

also monitors contracts and investigates employee grievances and complaints. The confidential hotline number for fraud, waste, and abuse allegations is 1-866-851-5577.

### **USE OF STATE VEHICLE** ([\*Personnel Policies 0504 and 2500\*](#))

Vehicles may be provided to employees of the department to conduct official business. While in overnight travel status, it is permissible to use state vehicles for reasonable travel to meals or other activities. Travel after working hours should be used with good judgment to avoid public criticism. Employees should discuss what is reasonable with their supervisor prior to using a vehicle. Employees operating department vehicles must have a current valid driver's license. The appropriate use and care of vehicles is required of the department and employees. Employees are required to follow all traffic laws and department safety and personnel policies when using state owned vehicles including, but not limited to, using seat belts and no use of cell phone or hands free mobile device when operating department vehicles. Non-employees are not allowed to operate state vehicles. Non-employees who are passengers need prior approval from district engineer or division leader/state engineer.

### **SMOKING AND TOBACCO USE** ([\*Personnel Policy 2504\*](#))

To promote a healthy work environment, employees and visitors are prohibited from the use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes in all department facilities. The use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes will be allowed outdoors in designated smoking areas. The use of tobacco products (including smokeless tobacco and non-nicotine substitutes) and electronic/vapor cigarettes is also prohibited in all department-owned or leased vehicles and equipment, and at department sponsored events.

### **COMMUNICATIONS AND INFORMATION SYSTEMS** ([\*Personnel Policy 2503\*](#))

Department employees are furnished equipment provided by taxpayers. Whether it is a pencil and paper or expensive machinery, it is your responsibility to see that the equipment you are furnished is properly cared for. Equipment and supplies are not intended for excessive personal use. You are required to keep personal calls and personal computer usage to an absolute minimum. The department must be reimbursed for long distance personal telephone calls as well as personal calls made on a department provided cellular telephone.

E-mail has been provided to users to conduct department business. Limited personal use is permissible as long as it does not:

1. Interfere with the work of the authorized user or his/her co-workers.
2. Consume system resources of storage capacity.
3. Involve large file transfers.
4. Contain offensive, sexually explicit, pornographic, or defamatory information.

Use of any form of e-mail other than Outlook (i.e., Hotmail, Yahoo, AOL) for any reason is strictly prohibited.

The department reserves the right to review, audit, intercept, access, and disclose all matters on the department's e-mail, internet, and SharePoint systems at any time with or without employee notice

and such monitoring may occur during or after working hours. MoDOT business related documents, images, text messages, and files must be retained consistent with MoDOT's document retention schedule and stored in an appropriate location where retention is established.

The department prohibits the use of any telecommunication system to harass or annoy another party; receive, store, or disseminate obscene materials; or store or disseminate chain letters.

The internet has been provided for conducting the business of MoDOT. The internet should only be used when there is a business necessity. Limited personal use of the internet/intranet before work, after work, or during lunch break is permissible as long as it does not violate any sections of the policy.

Department property misused, intentionally abused, used in a negligent matter, used for personal gain, or used without authorization is cause for discipline up to and including termination.

## **DISCLOSURE OF CONFIDENTIAL INFORMATION** ([\*Personnel Policy 2514\*](#))

Many jobs within the department involve handling highly confidential information. Bid estimates and disciplinary actions are examples of information that should not be shared with other employees or people outside the department unless they have a legitimate right and need to know. Supervisors are expected to tell employees which information in their work area should be treated confidentially. If you are not sure what information you deal with that should be treated confidentially, contact your supervisor. Under Section 407.1500 RSMo, the department is obligated to notify the attorney general if there has been a breach of secure information, including unauthorized access or acquisition by an employee of information gained through access provided as a condition of their employment.

## **WORKPLACE RELATIONSHIPS** ([\*Personnel Policy 2513\*](#))

The department recognizes that consensual social relationships between employees will occur; however, they should not be allowed to disrupt department business. If employees marry each other, they will not be allowed to report to the same immediate supervisor after they are married and one spouse will not be allowed to supervise the other. If a management-level employee enters into a consensual social relationship with any MoDOT employee, the management-level employee shall promptly and confidentially provide a written notice of the relationship to his/her immediate supervisor and the human resources director. A determination will be made if the relationship could disrupt department business.

## **OUTSIDE EMPLOYMENT** ([\*Personnel Policy 2514\*](#))

Employees working in the professional fields of engineering, law, or land surveying are prohibited from working outside the department in their professional fields. (See Right of Way manual for outside employment restrictions applicable to all Right of Way employees.)

Employees who choose to perform work outside MoDOT (self-employed, working for another employer, or volunteer work) should notify their supervisor of the secondary employment, preferably before such work begins or upon hire. Secondary employment cannot interfere with MoDOT responsibilities. Employees will be held to the same performance standard for their work with MoDOT as employees who do not work outside MoDOT.

The use of state equipment, materials, or supplies in performing work or conducting business outside the department is not permitted.

### **CONFLICT OF INTEREST** ([\*Personnel Policy 2514\*](#))

Employees shall not use their decision-making authority for the purpose of obtaining a financial gain for themselves, a family member, or any other person. Employees shall avoid any interest, activity, or outside employment which improperly influences or gives the appearance of improperly influencing the performance of their official duties. Employees shall not use or disclose confidential information obtained in the course of or by reason of their employment or official capacity in any manner for any reason for themselves, a family member, or any other person or any business with which they are associated. Employees shall not knowingly accept or solicit any item of any value for their personal use or benefit from an outside person or organization for work performed as a department employee, or in connection with their official duties as a department employee; or a lobbyist. Employees shall not accept or solicit from an outside person or organization (except at a MoDOT sponsored or approved activity) “give away” items unless they are sample merchandise, promotional items, or appreciation tokens (including light refreshments) routinely given to customers, vendor/suppliers, or to potential customers, vendors/suppliers in the ordinary course of business, provided that any such items shall not be in a form which can be readily converted to cash and shall have a value of not more than \$25. (Gift cards/certificates are prohibited regardless of value because they can be easily converted to cash.) Employees are encouraged to ask about potential conflicts and seek assistance from Human Resources as to the best way to avoid conflicts of interest before they arise.

### **POLITICAL ACTIVITY** ([\*Personnel Policy 2514\*](#))

The selection and removal of all employees is without regard to political affiliation.

In order to ensure employees engage in activities that are compatible with the impartial objective performance of their duties, employees of the department **may not**:

1. be a candidate for public office in a partisan election;
2. be a candidate for or accept any elective or appointive office of any political subdivision for which any monetary consideration (i.e., annual or monthly payments) is prescribed;
3. use official authority or influence for the purpose of interfering with or affecting the results of an election or nomination for office;
4. directly or indirectly solicit contributions from subordinates in support of a political party or candidate; or
5. select or remove employees based on political affiliation.

## **COMPENSATION AND BENEFITS**

### **PAY**

#### **SALARY** ([\*Personnel Policy 1016\*](#))

Each full-time salaried and permanent part-time job is assigned a salary grade consisting of a minimum salary, a series of steps, and a maximum salary. Beginning salaries are based on education, training, and experience related to the job for which an employee is hired.

Additional salary adjustments are available to eligible employees, depending on the availability of funds, and action of the Missouri Highways and Transportation Commission.

#### **PAY DAY** ([\*Personnel Policy 1016\*](#))

Employees are paid twice each month, at mid-month and the end of the month. A direct deposit of each employee's paychecks will be made to the financial institution of the employee's choice. Employees are required to keep an active account for the direct deposit process.

#### **OVERTIME** ([\*Personnel Policy 3000\*](#))

Some designated jobs are eligible for overtime earnings at a straight time or time-and-one half rate. Ask your supervisor if the job you perform is eligible for overtime compensation and, if so, the compensation rate and procedures.

#### **HOLIDAY SHIFT DIFFERENTIAL** ([\*Personnel Policy 3000\*](#))

Eligible employees will be paid a holiday differential for all work performed on a holiday (official or observed) except when switching days off or making up time taken off for inclement weather.

#### **NIGHT SHIFT DIFFERENTIAL** ([\*Personnel Policy 3000\*](#))

A night shift differential will be provided to eligible employees in many situations when they perform work between 7:30 p.m. and 7:30 a.m. The night shift differential will also be applied to time on paid leave (annual leave, funeral leave, holidays, etc.) in addition to time physically worked in most situations when employees are scheduled to be on a night shift for a full week at a time.

### **INSURANCE**

Several elective insurance plans are available to employees. Employees who have questions on medical benefits or claims should contact the medical plan claims administrator directly. More detailed information on insurance may be found on the [Missouri Department of Transportation and the Missouri State Highway Patrol Employee Benefits](#) website published by the Risk and Benefits Management Division or by contacting your insurance representative.



## **HEALTH INSURANCE**

The department offers medical, dental, and vision insurance coverage to employees at a nominal cost per month. Insurance for dependents is available for an additional monthly premium charge. Coverage includes preventive care, illnesses, and off-the-job injuries. Employees and their spouses who are covered by the department's medical insurance plan are also provided coverage for employee wellness.

## **STATE-PAID LIFE INSURANCE/OPTIONAL LIFE INSURANCE**

The department provides life insurance for you equal to one times your annual salary. Additional life insurance of up to six times your regular annual salary, rounded to the next higher \$1,000, is also available. The cost of this insurance is based on the amount of coverage and your age. The maximum amount of coverage available is \$800,000. Coverage is also available for spouse and dependents subject to insurance plan provisions. More information about these insurance plans may be obtained by contacting either the insurance representative for your district or the Risk and Benefits Management Division at (877) 863-9406.

## **VOLUNTARY LIFE INSURANCE**

This insurance is available at a cost determined by the amount of coverage and the participant's age. Employees may choose dependent coverage, which provides life insurance on the employee's spouse and each child, depending on age, for an additional monthly cost. More information on this life insurance may be obtained by contacting either the insurance representative for your district or the Risk and Benefits Management Division at (877) 863-9406.

## **BENEFITS**

### **CAFETERIA PLAN**

The State of Missouri Cafeteria Plan is a formal arrangement under which you may choose to have a portion of your salary redirected to pay for certain benefits without having to pay social security, state, or federal income taxes on this amount. This money may be deposited into a trust account from which you can later be reimbursed for such items as miscellaneous medical expenses as well as child and dependent care expenses.

More information on the Cafeteria Plan may be found in the booklet titled "Missouri State Employees' Cafeteria Plan, Plan Summary, and Enrollment Guide." This booklet may be obtained from your benefits representative. For additional information, please visit the web site at [www.mocafe.com](http://www.mocafe.com).

### **DEFERRED COMPENSATION**

The department offers participation in the state of Missouri's optional deferred compensation program to most employees. Through deferred compensation, a portion of an employee's monthly

salary is deferred into a special account prior to state and federal taxes being withheld. This results in a tax savings to the employee as well as a method of saving for retirement.

For details, contact a service representative at 1-800-392-0925 or visit the web site at <https://mo.csplans.com>.

## RETIREMENT

Employees who work at least 1,040 hours per year participate in the MoDOT and Patrol Employees' Retirement System (MPERS). They also receive retirement credit and, when eligible, a retirement annuity. Employees who have military service or other qualifying government service prior to employment with the department may be eligible to purchase up to four years of credit that would apply toward the department's retirement system.

The department offers a contributory defined benefit plan (2011 Tier). The plan is administered by MPERS. As of January 1, 2011, benefit eligible employees hired for the first time are required to contribute 4 percent of monthly pay towards the cost of their retirement benefit. On June 30 of each year, interest is credited on the member's account balance as of July 1 of the preceding year. To become eligible to receive a benefit, a member must have five years of credited service. This is called becoming vested.

There are numerous provisions concerning retirement ages, annuities, disability benefits, survivor's benefits, transfer of credit, vesting, and restoration of prior service with the retirement system. More complete information may be found on the [MPERS](#) website.

## DEDUCTIONS

Several deductions will be withheld from your earnings each pay period. These include federal and state income tax withholdings and social security (OASDI/MEDICARE). You may also choose to have optional items such as savings bonds, cafeteria plan, insurance premiums, deferred compensation, charitable contributions, union dues, and share payments or loan repayments to a credit union withheld from your check. Employees on unpaid leave may be required to make manual insurance premium payments.

## EMPLOYEE ASSISTANCE PROGRAM

The Employee Assistance Program (EAP) was established to help employees and their families with personal problems that might affect job performance or personal lives. Treatment centers and counseling services are available to offer guidance and treatment for a variety of problems including drug or alcohol abuse, marital or family problems, legal or financial problems, or stress-related problems. Confidential information about the program or available counseling services can be obtained by calling the 24-hour toll-free EAP direct line at 1-800-808-2261. **All inquiries are confidential.** Treatment for drug and alcohol abuse, up to prescribed limits, is available under the department's health insurance plan.

## WORK LIFE BALANCE PROGRAMS

MoDOT offers its employees a Work Life Balance Program to provide employees work time to access a variety of resources that help them balance their work and family obligations and access

community resources and employee programs and benefits. Research has shown that Work Life Balance Programs can increase productivity, lower absenteeism, increase employee satisfaction, increase recruitment and retention, and improve business results.

Each district has a Work Life Center and Central Office has a MEE Zone available to employees. Both Work Time Access and Non-work Time Access are available. Full-time employees are allowed up to 24 hours of work time per calendar year to utilize Work Life resources. This is in addition to training required for an employee's job title and training expectations specified by their supervisor. Part-time employees may utilize Work Life resources with the maximum number of hours prorated based upon the employee's work schedule. Contact your human resources office for more information.

## **EMPLOYEE TRAINING OPPORTUNITIES** ([\*Personnel Policy 6505\*](#))

The department recognizes the importance of training to keep pace with a rapidly changing environment. Training can benefit you by making you more successful in your position and may prepare you for advancement. The Employee Development unit of the Human Resources Division has professional trainers on board and offers a variety of training opportunities to employees. Through the use of the department's Learning Management System (MoDOT U), you and your supervisor can complete a development plan for your position. You are encouraged to discuss these opportunities with your supervisor and determine which are suited to assist you with your career.

Please note: The Management Training Rule states that an employee entering a supervisory, managerial or executive position as defined under the Rule is required to complete a minimum of 40 hours of training within their first year of the position. Thereafter, the employee will take at least 16 hours of continuing competency based training each fiscal year. MoDOT may reimburse the employee for the cost of applicable trainings.

## **EDUCATIONAL ASSISTANCE PROGRAM** ([\*Personnel Policy 6504\*](#))

The department encourages employees to continue their formal education to further develop their work skills and to enhance their ability to compete for promotional opportunities. To accomplish this, the department provides educational assistance in the form of tuition reimbursement to full-time salaried and permanent part-time employees for courses at vocational and technical schools, and college courses at the undergraduate or graduate level, including correspondence courses. To be eligible for this benefit, employees must be in a full-time salaried or permanent part-time position and have successfully completed the department's initial six-month probationary period prior to enrollment in a course. For graduate course reimbursement, an employee must be in salary grade 11 or higher and must have a minimum of four years of service with MoDOT. Newly hired/promoted employees in salary grade 15 or above are eligible for graduate course reimbursement after they have completed their six-month probationary period. Employees receiving workers' compensation benefits are also eligible for educational assistance provided the above-stated requirements have been met. MoDOT pays 75 percent of eligible expenses, with a 12-semester-credit-hour limit per employee for each calendar year, subject to policy provisions.

## **PROFESSIONAL AND TECHNICAL REGISTRATION FEES AND DUES** [\*\(Personnel Policy 6502\)\*](#)

Selected professional and technical registration fees or dues and selected membership fees to organizations may be reimbursed if related to the job you perform. Contact your supervisor for additional information.

## **WORKPLACE ACCOMMODATIONS** [\*\(Personnel Policy 0506\)\*](#)

Should a full-time or permanent part-time employee have a physical or mental disability, the department will make individual assessments for employees with disabilities to determine if a reasonable accommodation can be provided to the employee without an undue hardship to the department. However, the employee must be able to perform the essential functions of the position. The department will not eliminate essential job functions or create unneeded positions to accommodate such employees. Employees should discuss any accommodation needs with the local/district/office human resources staff.

## **TEMPORARY MODIFIED DUTY** [\*\(Personnel Policy 0509\)\*](#)

It is the department's policy to assist employees who have a temporary work-related or non-work-related injury or illness by authorizing temporary modified duty (TMD) assignments, if there is TMD work available in a location near the employee's work location and the employee has the skills to perform the TMD.

TMD assignments may only be authorized upon receipt of a written recommendation from the physician who is treating the illness or injury of the employee.

## **WORKERS' COMPENSATION** [\*\(Personnel Policy 0507\)\*](#)

All employees are protected by workers' compensation against accidental injury or death while on duty and as a direct result of employment. All reasonable and approved medical bills will be paid from the time of injury.

If an employee is unable to work due to an on-the-job injury, the employee will receive workers' compensation lost time benefits and has the option of using accumulated sick leave to pay the balance between workers' compensation lost time benefits and net income. Employees may also be allowed to use accumulated annual leave or compensatory time while receiving workers' compensation benefits.

Additional information may be found in the [Risk and Benefits Management Policies](#), which is published by the Risk and Benefits Management Division.

## **FIT FOR DUTY REVIEW PROGRAM** [\*\(Personnel Policy 0602\)\*](#)

Illnesses, injuries, or conditions could influence whether you can safely perform your job duties. Under this program, a team of representatives from the Human Resources Division, the Risk and Benefits Management Division, and the Chief Counsel's Office will perform a review of the employee's ability to safely perform their job duties when the possibility of a problem arises. Fit for

Duty is not a routine testing program and employees will not be randomly selected for review. Circumstances will vary according to each individual, and each person's situation will be treated with care, respect, and privacy.

## **UNIFORM RENTAL PROGRAM**

Employees in certain job categories have the option of renting uniforms from a local commercial establishment rather than wearing their own personal clothing while on the job. The monthly rental program includes rental of the clothing, cleaning, or any repairs that must be done and any alterations which may be necessary. Payment for this service is done through payroll deductions. Refer to the [Financial Policy and Procedure Manual](#) for additional information.

Also, an allowance for safety footwear is available for employees working in positions that require the use of protective footwear. Contact your safety officer for additional information.

## **TRAVEL EXPENSE**

An employee will be allowed travel expenses when required to travel away from their official domicile on state business.

Additional information may be found in the [Financial Policy and Procedure Manual](#) that is published by the Financial Services Division.

For out-of-state overnight travel, see [Personnel Policy 2006, "Out-of-State Travel."](#)

## **SERVICE AWARDS [\(Personnel Policy 6000\)](#)**

The department recognizes the many benefits to the state from long tenure by capable employees. Each year the department holds dinners and ceremonies in each district and at the Central Office to show appreciation to these employees.

## **RELOCATION ASSISTANCE [\(Personnel Policy 2000\)](#)**

Employees who receive a permanent transfer to a position in a salary grade 11 or above that is initiated by the department requiring relocation of their home residence may be eligible for reimbursement for the cost of relocating. This includes such items as realtor fees, the actual cost of moving household goods, advance trip to secure a new residence, travel and living expenses during the move, temporary quarters for the employee, storage of household goods, and incidental expenses.

## **PUBLIC SERVICE OFFICER/EMPLOYEE'S CHILD SURVIVOR GRANT PROGRAM [\(Personnel Policy 4006\)](#)**

In the event an employee is killed or permanently and totally disabled while engaged in the construction or maintenance of the state's highways, roads, and bridges, educational assistance may be available to the employee, the employee's spouse, or the employee's child. The employee, employee's spouse, or the employee's child should contact the Missouri Coordinating Board for Higher Education at 1-800-473-6757 for more information. For additional child survivor education assistance programs information, the local human resources office may be contacted.

## **LEAVE**

### **ANNUAL LEAVE** ([\*Personnel Policy 3001\*](#))

Full-time salaried and eligible permanent part-time employees earn annual leave for each pay period during which they are on the payroll for at least 40 hours. Employees must receive prior approval from their supervisor before using any earned annual leave. Annual leave may not be used until earnings are recorded in the SAM II/HR Payroll System.

Annual leave is earned and accumulated at variable rates based on the length of creditable service under MPERS.

### **SICK LEAVE WITH PAY** ([\*Personnel Policy 3500\*](#))

Full-time salaried and permanent part-time employees earn sick leave for each pay period during which they are on payroll for at least 40 hours. These employees are also allowed to use one hour of accrued sick leave per month for Personal Wellness Leave related to physical fitness. Sick leave may not be used until earnings are recorded in the SAM II HR/Payroll System. Employees are allowed to accumulate unlimited sick leave.

Sick leave is granted only in the event of actual sickness, injury, or medical appointments and employees may be required to furnish proof of sickness, injury, or medical appointment to receive time off with pay. No compensation for unused sick leave is made when employees leave the department. However, employees who work continuously until retiring from the department will have their unused accumulated sick leave converted to creditable retirement service at the rate of one month of creditable service for each 168 hours of unused accumulated sick leave.

An authorized absence from work resulting from an illness or injury in the immediate family, which requires the employee's presence, may be charged to the employee's accumulated sick leave. Immediate family for this policy is defined as mother, father, son, daughter, sister, brother, spouse, domestic partner, spouse's parents, and domestic partner's parents. Also, another relative who is a member of the employee's immediate household will be considered an immediate family member. Adoption is the same as a blood relationship; a "half" relationship is the same as a "whole" relationship; and "step" relationships apply to stepfather, stepmother, stepson, and stepdaughter.

### **EXTENDED SICK LEAVE WITHOUT PAY** ([\*Personnel Policy 3501\*](#))

At the discretion of the district engineer or division leader/state engineer, full-time salaried and permanent part-time employees may be approved for extended leave without pay for sickness or injury in monthly increments of up to, but no more than, 12 consecutive months after the employee has exhausted all paid sick leave. This leave may be taken for a personal illness/injury/condition. Employees will earn creditable service in the retirement system while on this leave.

### **FAMILY AND MEDICAL LEAVE ACT** ([\*Personnel Policy 3512\*](#))

The Family and Medical Leave Act (FMLA) of 1993 provides up to 12 work weeks of leave per year to employees who have worked at least one year for the state of Missouri and have worked at least 1,250 hours during the last year preceding the leave. Employees taking this leave continue to receive



health benefits they normally receive and job restoration upon conclusion of the leave. The leave may be taken for the birth or placement of a child or serious illness of the employee, the employee's spouse, child, or parent. The FMLA also entitles eligible employees to take leave related to a covered family member's service in the Armed Forces. For further information regarding employee rights and responsibilities under the FMLA, please visit the [U. S. Department of Labor](http://www.dhs.gov/eis-offices/eis-10) website.

### **SHARELEAVE PROGRAM** ([Personnel Policy 3511](#))

The ShareLeave Program provides additional sick leave to full-time salaried and permanent part-time employees who have exhausted all their accrued leave time due to an illness or injury to the employee or member of the employee's immediate household when the illness or injury is life threatening, catastrophic, results in a permanent disability, or for the purpose of foster and adoptive placement care. The program is based on a "pool" concept in which full-time salaried and permanent part-time employees voluntarily contribute annual leave or compensatory time to the ShareLeave Program. To be eligible, employees must not be in probationary status (initial six-month or disciplinary), subject to policy provisions.

### **PARENTAL LEAVE** ([Personnel Policy 3516](#))

The department will provide parental leave to all full-time and permanent part-time salaried employees upon the birth or adoption of a child for the purposes of bonding and nurturing. Employees may be eligible for up to 6 weeks of paid parental leave to be taken within 12 weeks following the birth or adoption. This leave will not be counted against annual leave, sick leave, or compensatory time.

### **ABSENCE WITHOUT AUTHORIZATION** ([Personnel Policy 4001](#))

Employees who are absent from work without authorization are considered to have voluntarily terminated their employment. If conditions beyond an employee's control make it impossible to request authorization for the absence, special consideration may later be given with proper explanation of the circumstances. The department may proceed to staff the vacated position after three consecutive working days of unauthorized absence; however, unauthorized absence of any duration is grounds for termination.

### **SPECIAL LEAVE WITHOUT PAY** ([Personnel Policy 3509](#))

At the discretion of the district engineer or division leader/state engineer, employees may be approved for a leave of absence without pay for special conditions in monthly increments of up to, but no more than, 12 consecutive months. Employees will retain prior creditable/credited service with the retirement system and the department while on an approved special leave without pay. Employees who have personal hardships should contact their supervisor for more information.

### **HOLIDAYS** ([Personnel Policies 3002 and 0515](#))

Full-time salaried employees receive eight hours with pay for each holiday listed below. When an official holiday falls on Saturday, the holiday will be observed on the preceding Friday. When it falls on Sunday, the holiday will be observed on the following Monday.



Permanent part-time and job share employees may receive paid time off for holidays based on the number of hours on payroll each pay period (see [Personnel Policy 0515, “Permanent Part-Time and Job Share Employment”](#)).

The following list defines the holidays, which will be observed each year:

New Year’s Day	January 1
Martin Luther King, Jr. Day	Third Monday in January
Lincoln’s Birthday	February 12
Washington’s Birthday	Third Monday in February
Truman’s Birthday	May 8
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veterans’ Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas Day	December 25

## **FUNERALS** ([Personnel Policy 3506](#))

Employees are provided paid bereavement leave for deaths of family members or friends. If the deceased is a member of an employee’s immediate family, the employee will be allowed paid time off not to exceed 40 hours. For this policy, immediate family is defined as employee’s spouse, domestic partner, child, stepchild, parent, stepparent, brother, half-brother, sister, half-sister, grandparent, grandchild, son-in-law, daughter-in-law, and spouse’s child, parent, stepparent, grandparent, or grandchild. Another relative who is a member of the employee’s immediate household will also be considered an immediate family member for this policy.

If the deceased is a relative other than described in the paragraph above or a close personal friend, the employee will be allowed paid time off for the actual time needed to attend the funeral, not to exceed eight hours.

## **EDUCATIONAL LEAVE WITHOUT PAY** ([Personnel Policy 3504](#))

Employees may request educational leave to enter or continue college, not exceeding nine consecutive months at one time. Requests should be limited to the curriculum required in job descriptions for which the department would normally recruit. Employees approved for educational leave without pay will retain all prior retirement credits with the department upon their return to work at the expiration of the educational leave; however, time spent on educational leave does not count as creditable service.

## **JURY OR WITNESS DUTY** ([Personnel Policy 3507](#))

Full-time salaried and permanent part-time employees, who are required by a court of law to serve on a jury or to appear as a witness, provided they are not a party to the suit or the case is not self-serving, will be allowed sufficient paid time off to properly fulfill such duties.

## **MILITARY SERVICE OR TRAINING LEAVE** [\*\(Personnel Policy 3502\)\*](#)

Employees may be eligible for paid or unpaid leave of absence if they are a member of the military service. Military service includes active duty, active duty for training, initial active duty for training, inactive duty training, full-time national guard duty, and a period for which employees are absent from a position with the department for the purpose of an examination to determine the fitness of the person to perform any such duty.

## **VOTING** [\*\(Personnel Policy 3004\)\*](#)

Employees who request time off to vote in a general or primary election are eligible for paid leave at the beginning or end of their shift in an amount sufficient to ensure they have three consecutive non-working hours when the polls are open. To be eligible, an employee must be scheduled to work at least eight hours on the Election Day, not have sufficient time to vote outside of working hours, and request time off in advance of the Election Day. The supervisor may adjust the work schedule accordingly.

## **PROFESSIONAL EXAMINATIONS** [\*\(Personnel Policy 6502\)\*](#)

Full-time salaried and permanent part-time employees, with prior written approval, may be granted paid time off to take a job-related registered professional examination such as the Professional Engineer or Engineer-in-Training, Missouri Bar, SPHR/PHR, Certified Public Accountant, Professional Appraisal Designation, Land Surveyor, etc.

## **LEAVE FOR DISASTER RELIEF** [\*\(Personnel Policy 3513\)\*](#)

Full-time salaried and permanent part-time employees, who are certified as disaster service specialists by the American Red Cross, may be eligible for a paid leave period during times of emergency up to 15 calendar days, subject to policy provisions.

## **EMPLOYEE INFORMATION**

### **INNOVATIONS CHALLENGE**

Innovations Challenge is designed to identify and share the best innovations for all areas of MoDOT. This challenge is open to all full-time employees. All innovations must be in use within the department and showing desired results.

A full description of the [Innovations Challenge](#) program can be found in the Transportation Planning Division SharePoint site.

### **AMERICANS WITH DISABILITIES ACT**

The department abides by and endorses the Americans with Disabilities Act (ADA). The ADA provides broad anti-discriminatory protection for all persons with physical or mental impairments that substantially limit one or more major life activities. The department prohibits discrimination in all employment practices, including job application procedures, hiring, firing, advancement, compensation, training, and other conditions of employment for individuals protected under the ADA. Contact your human resources representative for additional information.

### **BULLETIN BOARDS**

Bulletin boards are primarily maintained for posting notices of policies or letters from the department affecting all employees.

### **GRIEVANCE PROCEDURE** ([Personnel Policy 2100](#))

An avenue for airing employee concerns is available through the department's grievance procedure. Grievances and complaints should be forwarded to the Audits and Investigations Division who provides a systematic process for addressing differences of opinion between employees and the department. For more information, please see [Personnel Policy 2100, "Grievance Procedure,"](#) which is posted in department buildings.

### **EQUAL EMPLOYMENT OPPORTUNITY COMPLAINTS** ([Personnel Policy 2101](#))

The department is an Equal Opportunity Employer. Our goal is to ensure that all employees are provided the absolute right to a discrimination-free work environment. Employment, promotions, and other decisions made by the department are without regard to race, sex, age, religion, color, national origin, or genetic information. Employees who feel they have been discriminated against in regard to these areas may file a complaint in writing directly with the Director of Audits and Investigations, P.O. Box 270, Jefferson City, Missouri 65102. Civil rights complaints will be quickly considered through this process. Employees also have the right to file their complaints with the Missouri Commission on Human Rights and/or the Equal Employment Opportunity Commission. **All complaints are confidential.**

## **WHISTLEBLOWER PROTECTION** [\*\(Personnel Policy 2104\)\*](#)

The department is committed to ensuring that no employee is retaliated against or disciplined for reporting or disclosing alleged mismanagement, gross waste of state funds, abuse of authority, activities which pose substantial danger to public health or safety, or violations of law or regulations, by offering an appeal process to the disciplinary action through the Administrative Hearing Commission.

## **Notice**

This handbook is provided for informational purposes only. No provision or portion of the handbook constitutes an implied or expressed contract, guarantee, or assurance of employment or any right to an employment-related benefit or procedure. MoDOT reserves the right to change, modify, eliminate, or deviate from any policy or procedure in this handbook at any time and to hire, transfer, promote, discipline, terminate, and otherwise manage its employees as it deems appropriate. If you have questions concerning these guidelines, please consult with your supervisor or contact your human resources or benefits representative.

Policies are contained in the Personnel Policy Manual and interpretation of policies is set by department management and MoDOT. Except for medical benefits or claim questions, check with your supervisor if you have questions regarding a particular policy. Medical benefits or claim questions should be addressed to the medical plan administrator directly by you.

Although it is intended that the relationship between MoDOT and its employees will grow to be in the best interest of both the employee and MoDOT, your employment with MoDOT is “at will,” meaning you are free to resign at any time, for any reason, with or without notice. Likewise, MoDOT is free to terminate the employment relationship at any time.

## **EEO Commitment**

MoDOT is an equal opportunity employer and does not discriminate in employment because of race, sex, age, religion, color, national origin, sexual orientation, gender identification, veteran status, disability, or genetic information. Our goal is to ensure that all job applicants and employees are provided the absolute right to a discrimination-free employment process and work environment. (See [Personnel Policy 0505, “Equal Employment Opportunity,”](#) for additional information.)